

**CHAPTER 1**

**GENERAL INFORMATION**

**0101 AUTHORITY**

This volume of the Department of Defense Financial Management Regulation (“DoDFMR”) is issued under the authority of Department of Defense (DoD) Instruction 7000.14, “DoD Financial Management Policy and Procedures,” November 15, 1992 (reference (a)); Joint Federal Travel Regulations (JFTR), Introduction, (reference (b)); and Joint Travel Regulations (JTR), Introduction (reference (c)). This volume provides supplemental instructions on the payment of allowances authorized by the JFTR/JTR. Both the JFTR and JTR are published by the DoD chartered Per Diem, Travel and Transportation Allowance Committee (PDTATAC.) The JFTR directly implements the travel and transportation entitlements authorized by law for members of the Uniformed Services and, thus, has the force and effect of law; therefore, it cannot be waived. The JTR prescribes travel and transportation allowances authorized for DoD civilian employees. The JTR is the Department’s implementing guidance for the Federal Travel Regulation (FTR), (reference (d)), issued by the General Services Administration (GSA).

**0102 APPLICATION**

The policies and procedures addressed in this volume apply to all personnel traveling under orders funded by the Department. This includes military members, DoD civilian employees, members of the Reserve Components, dependents on official orders, and travelers on DoD Invitational Travel Orders (ITOs). Information in DoD Component travel regulations that directly impact on amounts paid for DoD travel hereby are rescinded. Individual DoD Component travel regulations, however, remain in use to provide guidance for order preparation, office administration, and accounting until a standard travel pay system is implemented at the specific installation. At that time, required information from existing travel manuals will be incorporated in this volume of the “DoDFMR.” Exception to the policies and/or procedures in this volume must be authorized by the Office of the Under Secretary of Defense (Comptroller) (OUSD(C)). Requests for exceptions should be sent through the appropriate DoD Component to the Director for Finance, Defense Finance and Accounting Service-Headquarters (DFAS-HQ/F) for approval by the OUSD(C).

**★0103 EFFECTIVE DATE OF CHANGES**

See the information on “CHANGES” in the Introductions to the JFTR and JTR for explanations of JFTR/JTR effective dates. The DFAS-HQ/F releases travel advisories to implement PDTATAC determinations, if necessary, as well as other procedural and policy changes. These advisories remain in effect until the information is published in a change to this volume.

0104 REFERENCES

Within this volume, paragraph references prefixed with the letter U refer to the JFTR for uniformed military personnel and those prefixed with the letter C refer to the JTR for DoD civilian employees (references (b) and (c)) and those with the letter T refer to Appendix O in both the JFTR and JTR.

★0105 RESPONSIBILITIES

010501. The OUSD(C) has ultimate responsibility for the policies and procedures contained in this volume. The DoD Components may recommend changes, which should be processed through DFAS-HQ/F for consideration by the OUSD(C).

010502. The DFAS-HQ/F shall prepare and recommend, to the OUSD(C), changes to the policies and procedures contained in this volume.

0106 ROUTING AND FORMAT FOR RECOMMENDING CHANGES

Recommendations for changes to this volume should include a full explanation regarding the need and rationale for the proposed change. When the proposal is the result of an actual situation, the details surrounding the situation are to be provided. Addresses are provided below:

- Army: Assistant Secretary of the Army  
(Financial Management and Comptroller)  
109 Army Pentagon  
Washington, DC 20310-0109
  
- Navy: Senior Civilian Official  
Office of the Assistant Secretary of the Navy  
(Financial Management and Comptroller)  
1000 Navy Pentagon  
Washington, DC 20350-1000
  
- Air Force: Assistant Secretary of the Air Force  
(Financial Management and Comptroller)  
1130 Air Force Pentagon  
Washington, DC 20330-1130
  
- U.S. Marine Corps: Fiscal Division  
Headquarters Marine Corps  
Programs & Resources  
Pentagon Room 4B544  
Washington, DC 20380-1776

Defense Agencies and DoD Field Activities: Defense Finance and Accounting Service  
Attention: DFAS-HQ/FMT  
1931 Jefferson Davis Highway, Room 501  
Arlington, VA 22240-5241

NOTE: Recommendations from the Military Services sent directly to the DFAS-HQ/FMT without passing through the specified organization above, shall be returned, without action, to the sender.

**★0107 REQUIREMENTS FOR REPORTING EMPLOYEE TRAVEL EXPENSES**

010701. General. Agencies that spend more than \$5 million on travel and transportation payments, including relocation, during the fiscal year immediately preceding the survey year must report specified information. Every two years, the GSA distributes the Federal Agencies Travel Survey that is assigned Interagency Control No. 0362-GSA-An. Copies of the survey may be obtained from the Director, Travel and Transportation Management Policy Division (MTT), Office of Governmentwide Policy, General Services Administration, Washington, DC 20405. The survey instrument specifies the due date.

010702. Report Information. The following information must be reported for the fiscal year reporting period:

- A. Estimated total agency payments for travel and transportation of people
- B. Expenditures stratified by type of expense
- C. Number of travel vouchers processed by category (i. e., local travel, TDY and PCS)
- D. Distribution of trips by purpose
- E. Estimated total number of employees relocated and cost associated with relocating
- F. Number and amount of outstanding travel advances
- G. Method of payment for travel obtained
- H. Any other specific information GSA may require for the reporting period.

010703. Responsibility. The GSA transmits the survey to the Office of the Secretary of Defense. The Office of the Under Secretary of Defense (Comptroller) (OUSDC) shall transmit the survey to the DoD Components. Upon receiving the survey, each Component shall submit the designee's name, address, and telephone number to the OUSDC. The Military

Departments shall respond directly to the GSA with a copy to the OUSD(C). The OUSD(C) shall consolidate data for all other reporting DoD Components and ensure that the survey is completed and returned to the GSA by the due date.